Approved For Release 2006/11/13 : CIA-RDP75-00399R000100160021-7

Classification

REPORTS INVENTORY

CONTROL NO. 3

PREPARE IN DUPLICATE

1. TITLE OF REPORT (If a fill-in report include Form No.)

Regulatory Issuances

2. TYPE OF REPORT: [ ] STATISTICAL [X] NARRATIVE [ ] MACHINE-NAME LISTING

3. FUNCTIONAL AREA: [X] PERSONNEL [ ] TRAINING [ ] ADMIN. GENERAL; [ ] LOGISTICS [ ] SECURITY [ ] OTHER (specify); [ ] MEDICAL [ ] FINANCE

4. NO. OF COPIES PREPARED: 6

5. FREQUENCY (weekly, monthly, quarterly, etc.): quarterly

6. DISTRIBUTION (No. of components not number of copies): 1

7. FORMAT (memorandum, form, computer print-out, etc.): table

8. ADP PROCESSING: [ ] YES [X] NO — IF YES GIVE ADP PROGRESSING NO.

9. DIRECTIVE AUTHORITY REQUIRING REPORT: Director of Personnel

10. PREPARING COMPONENT (Include lowest level contributing information to report): Review Staff

11. FEEDER REPORTS (State total number and identify by Title, Form No., or nomenclature. Attach separate sheet if necessary.)

12. COST FACTORS

A. MANUAL PREPARATION AND REVIEW COSTS

GRADE	HOURLY RATE	X	HOURS PER REPORT	=	COST PER REPORT	X	TIMES PREPARED	=	COST PER YEAR
GS-15	13.57		1		13.57		4		$131.48
GS-06	3.86		5		19.30				
					32.87				

B. COSTS OF COMPUTER PRODUCED REPORTS

TOTAL COSTS PER YEAR

13. COMPLETE DETAILED JUSTIFICATION FOR THIS REPORT (In addition to directive or authority cited in Item 9). IF KNOWN, INCLUDE DATE REPORT WAS FIRST STARTED AND COMPONENT WHO ESTABLISHED REQUIREMENT.

This report serves to summarize the status of this Staff's activities in the preparation of Regulations each three months. It is a useful review.

14. FUTURE GOALS

14A. PROPOSED BY COMPONENT FOR THIS REPORT

[ ] RETAIN AS IS [ ] OTHER (explain)

[ ] CHANGE

[ ] DISCONTINUE

ESTIMATED SAVINGS: MAN-HOURS | DOLLARS

14B. DATE OF INVENTORY: 1 October 1970

17. NAME AND TITLE OF PERSON FURNISHING INFORMATION: Chief, Review Staff

18. EXTENSION

25X1 STAT

Classification

(22-36-43)

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